

Appendix XIV. Downloading and Using HTML Scissors

HTML Scissors is a utility that allows POAs using version 4.x of the Netscape Web browser to print Benefit History Reports with each tenant's report printed on a separate page. The application is not compatible with other versions of Netscape and is not needed for reports viewed and printed using Internet Explorer. Further, the application only works on Windows 3.11, 95 or 98 operating systems. If you use Netscape version 4.x as your browser for accessing the SS/SSI Benefit Reports, we recommend that you download and install HTML Scissors. If a previous version of HTML Scissors is installed, it should be deleted before downloading and installing the new version.

The steps for downloading, installing, and using are as follows:

A. Download and Install HTML Scissors

1. Click the **download html scissors** link under the **resources** section of the left navigation bar.



Figure 45. TASS Home Page



2. The **Download HTML Scissors** screen is displayed as shown below.

Select the version of HTML Scissors that you wish to download and install based on your operating system. (If you do not know this, contact your IT system administrator.)

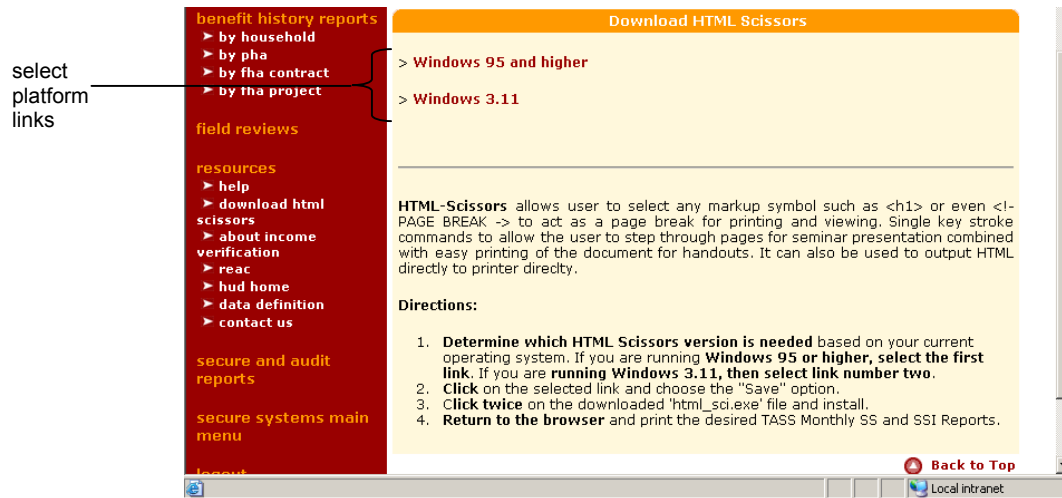


Figure 46. Download HTML Scissors screen

3. The **File Download** dialogue box is displayed. Click the **Save** button.

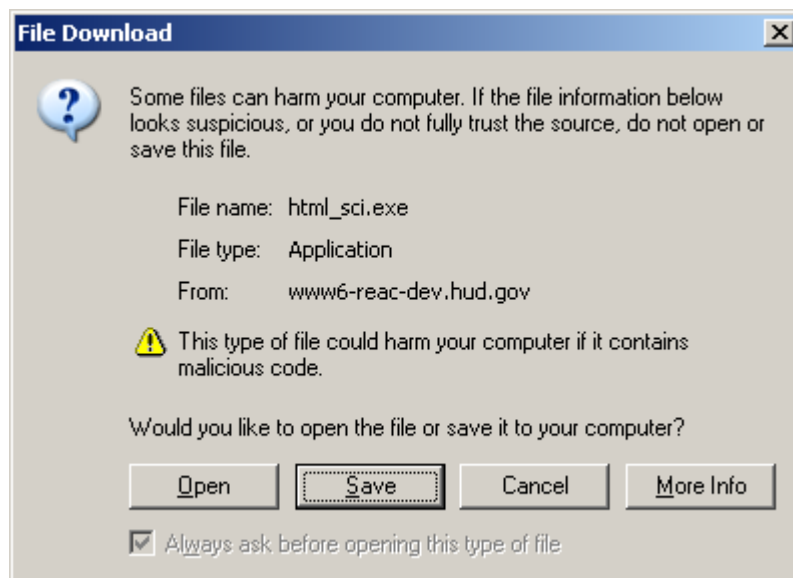


Figure 47. File Download Dialogue Window

4. The **Save As** dialogue box is displayed as shown below.

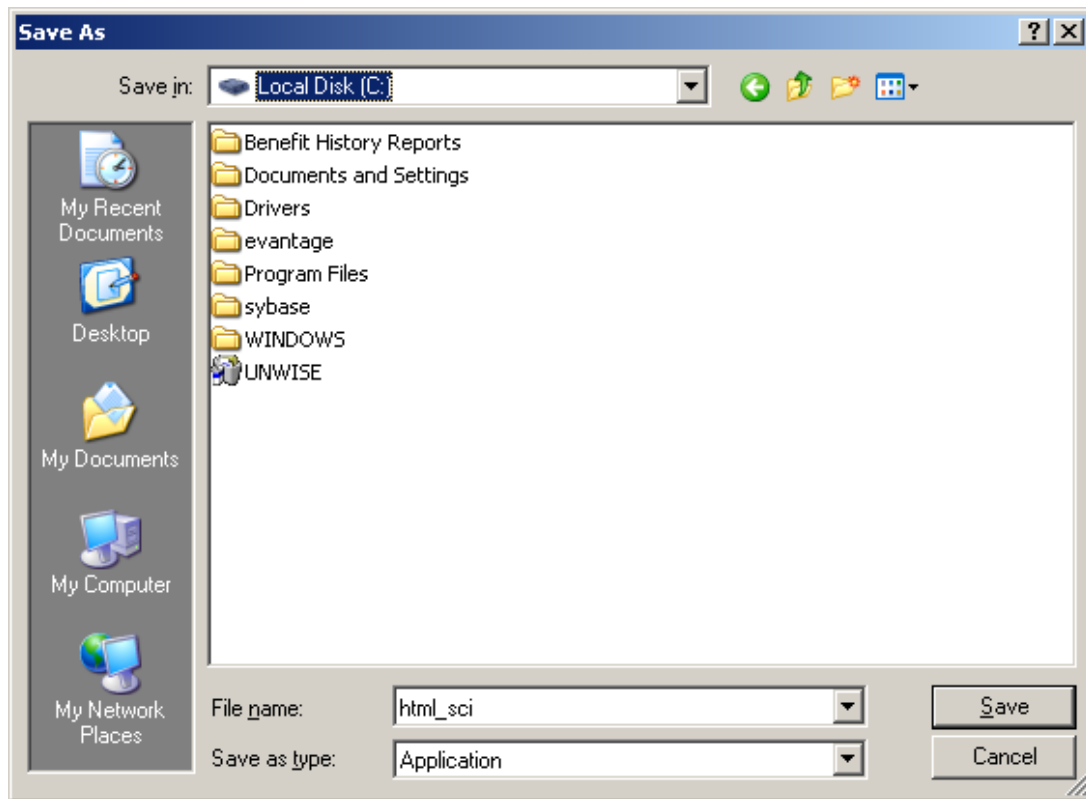


Figure 48. File Save Dialogue Window

5. You may use the default location indicated in the Save In box or choose a different location. We recommend saving the file to your hard drive (usually c:\). Click the **Save** button. The HTML Scissors installation file is downloaded to your selected location.
6. Go to the location where the html scissors installation file was stored in step 5 and doubleclick the html_sci.exe file. The unzip window displays as shown below.

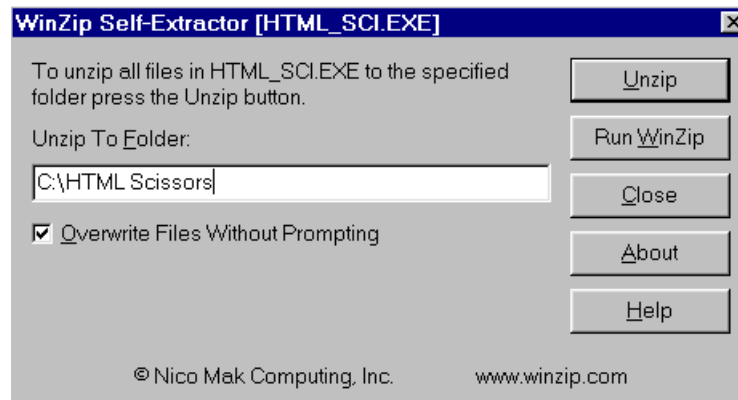


Figure 49. HTML Scissors Extraction Window

7. Enter the location where you want the HTML Scissors program files located. Click the **Unzip** button. The HTML Scissors program files are installed on your hard drive.

B. Use HTML Scissors to Print SS/SSI Reports

1. Go to the location on your hard drive where you stored the HTML Scissors program files in step 7. Double-click the Hs32.exe file. The HTML Scissors program screen displays as shown below.

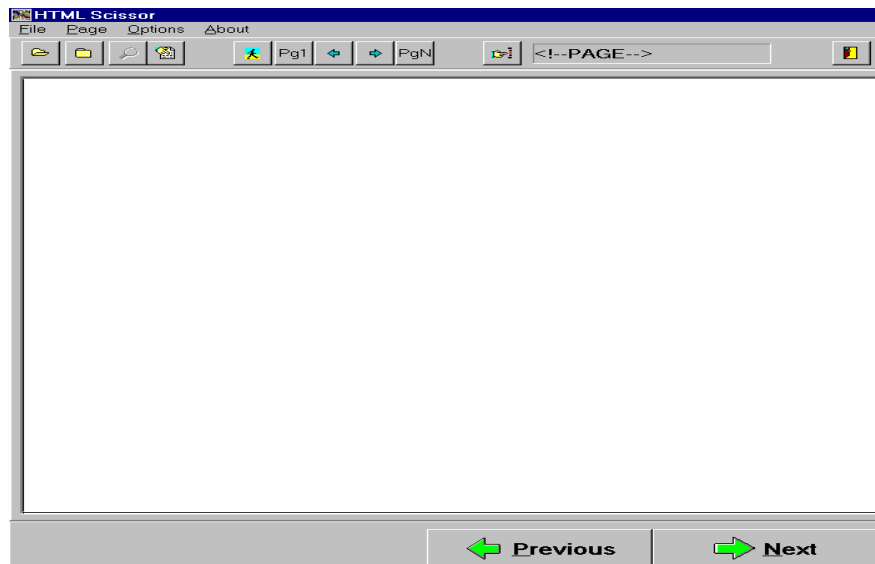


Figure 50. HTML Scissors Main Program screen



2. From the toolbar, choose **File**, then **Open**.

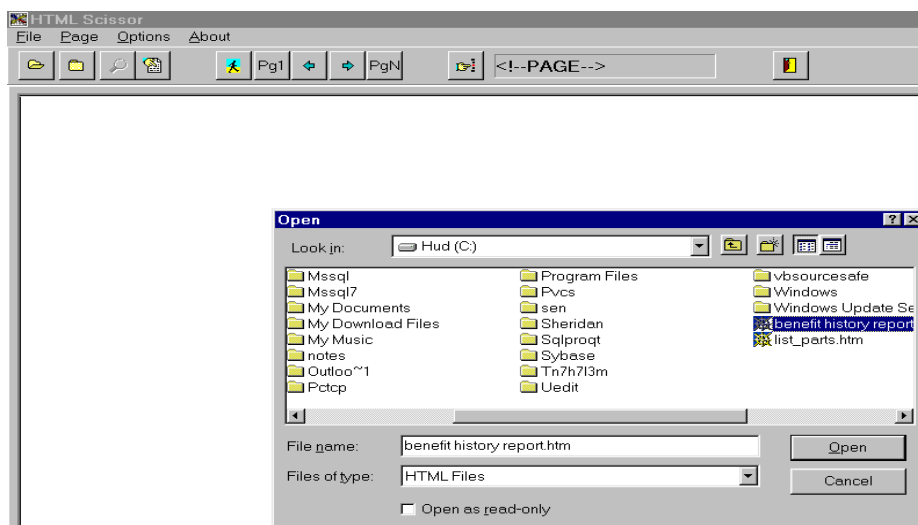


Figure 51. Screen for Selecting SS/SSI Report to Open and Print with HTML Scissors

3. Select a Benefit History or Income Discrepancy report file you previously saved and click the **Open** button. The first page of the report file is displayed as shown below.

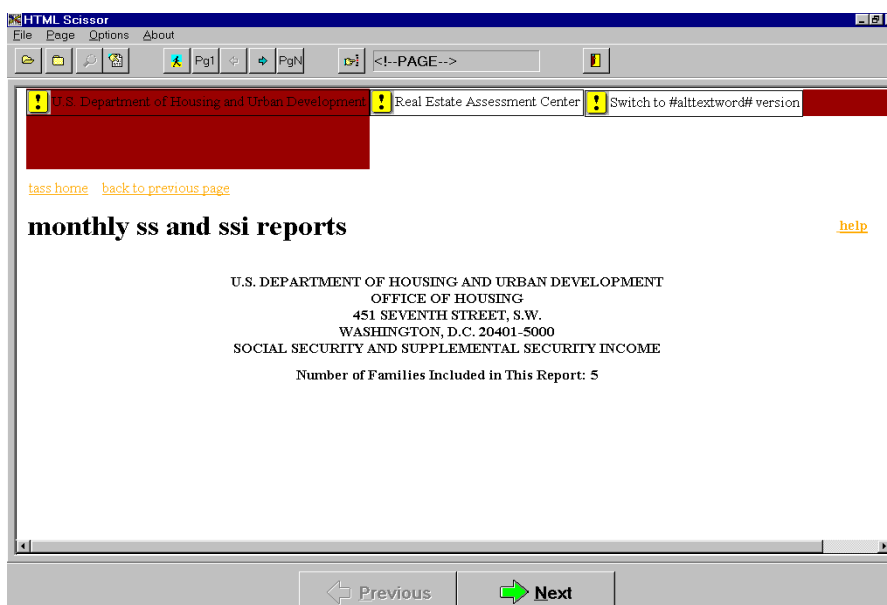


Figure 52. SS/SSI Report Accessed from the HTML Scissors Application



4. To view all of the pages in this report before printing, press the **Next** button. This action advances you through the report to the end.
5. To print the report, select **File**. From the File menu, select **Print**.



Note

Whether you are working with an Income Discrepancy Report or a Benefit History Report, the procedure for saving the report and opening it in the HTML Scissors program is the same.
